

**STATE OF NEW HAMPSHIRE
OFFICE OF THE ADJUTANT GENERAL
STATE MILITARY RESERVATION, 1 AIRPORT ROAD
CONCORD, NEW HAMPSHIRE 03301-5353**

NHAG –HR

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NEW HAMPSHIRE NATIONAL GUARD
TECHNICIAN PERSONNEL REGULATION
NUMBER 293-1

POSITION MANAGEMENT

1. Purpose: To provide information and guidance for managers and supervisors on the administration of the Position Management and Classification program in the New Hampshire National Guard Technician Program.

2. References: 5 U.S.C. 302; 305; 3101; 3404; 5102; 5104; 5113., 7106.

3. Objectives:

a. To provide maximum service to management officials in the accomplishment of their assigned missions.

b. Assure that positions are current and accurately described and utilized.

c. Provide assistance to management in adhering to principles of sound management, particularly in the area of manpower utilization.

d. Gain support and understanding for the principles and purposes of position management by managers, supervisors and technicians and their importance to sound personnel management, employee morale and expenditure of public funds.

4. General:

a. Authority and responsibility for establishing positions. Federal agencies are created by law and Executive Order to accomplish specific missions in the furtherance of national goals. The head of each agency is vested with the authority and responsibility for organizing the agency within this framework and within requirements of pertinent statutes and directives. The Chief, NGB, and the Directors of the Army National Guard and Air National Guard, through subordinate officials to which they delegate authority, are responsible for structuring the National Guard technician program in a manner which will assure that assigned missions are legally and properly accomplished.

Supersedes NHNG TPR 293-1 dated 6 April 1990

b. Policy governing establishment of positions. The policy of the Federal Government, and accordingly the NGB, is to organize constituent units in a manner that will make optimum use of manpower resources. Efficient and economical operations are inherent parts of the continuing general management responsibilities of the head of each agency. These responsibilities are shared in turn by all subordinate management and supervisory personnel who are responsible for the work of others. Limited manpower resources and rising personnel and equipment costs make it increasingly important that human resources and material be economically managed.

c. Definition of a position. The work consisting of all the duties and responsibilities currently assigned or delegated by competent authority and requiring full-time or part-time employment of one person.

5. Responsibilities:

a.. Human Resources Officer (HRO): Responsible for the overall direction of the Position Management and Classification Program to include:

- (1) Ensure that an effective position management program is established and maintained.
- (2) Review every request (SF 52) for recruitment or reassignment to determine: (a) whether the duties of the position are accurately described and essential; (b) if the duties of the position can be absorbed by another position of equivalent or higher grade; (c) if funding is available to support the position; (d) if the required number of subordinate positions to support the classification of supervisory, leader, and additive grade small shop chief positions are filled. Enforce reasonable employee to supervisor ratios per NGB guidance and good management principles.
- (3) Monitor position description (PD) compliance and, in conjunction with supervisor, amend or prepare a local exception PD.
- (4) Restructure positions to lower grades, when practical, for economy and to provide upward mobility.
- (5) Ensure that supervisory, leader, or additive grade small shop chief positions are responsible for the day-to-day supervision or leadership of the required number of subordinates. Also, process reclassification actions when the number of on—board subordinates falls below that required to support the grade of the higher (WS, WL, or small shop chief) positions.
- (6) Provide recommendations to the classification activity for improved organizational structuring
- (7) Request the elimination of any position determined to unnecessary.
- (8) Performs any other position management services as required.

b. Supervisors and Managers. Responsible for practicing principles of good manpower utilization in management of positions such as:

- (1) Ensure that positions are accurately described in position descriptions.
- (2) Ensure that incumbents are performing the full range of duties and responsibilities of their official position description.
- (3) Recognize changes in position content, and recommend revisions to the HRO.

(4) Become familiar with the principles and procedures of position management, and explain them to technicians as needed.

(5) Inform technicians of classification actions affecting them.

(6) Review all vacant positions, as well as positions that later become vacant, to determine if the duties can be eliminated, assigned to other positions, or modified to permit filling at a lower grade.

(7) Provide up-to-date organizational charts to the HRO, including all full-time manning.

c. Employees. Responsible for:

(1) Furnishing, when required, complete and accurate information as to their duties and responsibilities.

(2) Bringing to the attention of their supervisors any dissatisfaction with the title, and/or grade of their positions.

6. Establishing, Reviewing, and Abolishing Positions:

a.. Establishing positions. Positions are established by NGB based upon known or projected organizational needs or upon special State requests. The number of positions which can be filled is determined by allocations from NGB.

b. Reviewing and abolishing positions. Positions which become obsolete because of changes in functions and assignments, organization, methods and procedures, or workloads should be eliminated.

c. Conditions prerequisite to filling positions:

(1) Basic requirements. Before filling a position other than by detail, the HRO will assure that the position is properly authorized and classified, that funding is available, and that the position is not scheduled to be abolished or changed through reorganization or other management action.

(2) Action in absence of vacancy. When a technician is absent for an extended period but has not vacated the position, arrangements to carry on the work of the position may be made by detailing another technician to the position. Also, temporary additional identical (overhire) positions may be established for periods up to 60 days. These positions must be identical to those on existing manning documents, and are funded through existing manpower authorizations. With NGB approval, an identical authorization can be established for longer periods of time.

7. Structuring Position Descriptions to a Lower Grade. To facilitate recruiting or to provide upward mobility, supervisors may wish to fill positions at lower grades. (*Requests to fill positions at lower grades with trainees will be forwarded to the HRO on an SF 52.*)

a. In order to restructure a position to a lower grade, a "Statement of Differences" must be prepared which indicates what differences exist between the basic position description and the requirements of the lower graded/restructured position description. Normally what is reflected is that the incumbent of the lower graded/restructured position description performs the duties of the basic position description; however, the work review and supervisory controls are much more stringent.

b. The HRO will issue a "Statement of Differences" along with the position description when the incumbent is assigned to the position.

c. The HRO will control all positions restructured to lower grades by maintaining a log and a copy of each position so restructured. Supervisors will maintain copies of these descriptions and ensure that the incumbent receives a copy.

8. Restructuring Position Descriptions with no Change in Grades. There may be instances when supervisors wish to restructure a particular position description to accommodate a particular requirement which is not a major duty, or because it is not covered in any other position description; or a particular function may have to be absorbed due to limited manning.

a. Requests for restructuring of a position description should be forwarded to the HRO in letter form.

b. Upon receipt, the HRO will review the recommended change(s) and may make a position review. Should the change(s) be within our authority, a "Statement of Differences" will be issued. The HRO will control all restructured positions by maintaining a log and a copy of each position so restructured. Supervisors will maintain copies of these descriptions by following the same procedures outlined above.

c. Should the change(s) not be within our authority to make because of its impact on the function, organization, mission, or military readiness, the recommended change(s) will be cleared with the National Guard Bureau Office of Primary Responsibility for further action.

9. Position Descriptions.

a. Upon employment or reassignment of a technician, the HRO will forward a copy of the technician position description to the supervisor. The supervisor will then review the description with the incumbent and both will initial and date the copy. The supervisor will retain a copy for use during the next annual review and make a copy for the incumbent. If the technician or supervisor feels the description does not accurately reflect the major duties responsibilities of the position, recommended changes may be submitted to HRO, ATTN: Position Classifier.

b. The State Position Classifier is available for assistance in conducting these reviews. He/she will also review any recommended changes and may conduct desk audits to verify the findings before concurring or making changes.

JOHN E. BLAIR
BG, NHNG
The Adjutant General